




# **GUIDE**

## **FOR HOSTS OF VISITING FOREIGN FACULTY**



University of Massachusetts at Amherst



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## Guide for Hosts of Visiting Foreign Faculty

"Congratulations! As part of our program for fostering greater world understanding, the International Council of Friendship has selected the University of Massachusetts as a participating member. You will be pleased to know that we have invited a family group from Saudi Arabia to be guests at your university for the next four weeks. Your name has been given to us as the most capable host. Please provide comfortable accommodations, starting next Monday, for the entire family: the father and mother, their seven children, the wife's brother and grandmother, the husband's younger sister, six goats, and three camels."

Should your department or you learn that foreign faculty guests are arriving, what do you do first? The Sub-Committee with Concern for Visiting Foreign Faculty has prepared these guidelines for University hosts.

### 1. Initial Contact

There are several ways in which foreigners get to come to the University. Sometimes the initial contact is made through official channels, as for instance in the case of Fulbright Scholars; then word will go very early to the International Programs Office in Whitmore (of which Mrs. Barbara Burn is Director). At other times first contact may be made directly with you as a member of the faculty: for example, you may get a letter from someone abroad who asks if he may be allowed to come and work with you (in your laboratory, perhaps) for a few months or even a year. What should you do?

Foreign faculty members come to UMass in many capacities, as visiting lecturers, research associates, post-doc's and also as graduate students. This pamphlet is concerned only with those visitors, for moderate to extended periods, who will have faculty rank.

In all cases there are two major matters to bear in mind:-

a) Every visitor who is to be working on campus for a week or more needs official approval and admission;

b) Nearly all visitors go through a period of adjustment after their arrival, and some friendly help especially at this time can be extremely valued.

## 2. Official Approval

This applies to all visitors who will have faculty rank, whether paid by UMass or not. Timing: processing should be started often a year but at least several months before the visitor's intended arrival.

Considerations: Your visitor will need office space, or at least should be assigned a desk. He should have an I.D. card, his or her name in the telephone book, permission to use the Libraries, keys to your building and so forth. Therefore he should have an official appointment.

There are two categories of visitor: the paid and the self-supporting. The standard procedures for temporary appointment, including resume and three letters of recommendation, must be forwarded from Department Head to Dean, to Provost, for all those to be paid as either lecturers or through grants and contracts.

NOTE: Department Heads should be aware that it is illegal to contract for the service of foreigners until after their immigration status has been cleared.

For the unpaid visitor: Before any commitment whatever is made, the host must write a memorandum to the Department Head, with a copy for the Dean, outlining the circumstances and requesting their approval to go ahead with the invitation. The Dean must decide\* at this point on the basis of the visitor's resume and the host's memorandum what is the appropriate rank and title that the visitor should be granted. The Dean may request an additional letter of recommendation.

## 3. Setting up a Host Committee

A Host Committee should be set up as soon as the plans are firm and the invitation gone out.

It seems to work best to have the Host Committee composed of three people who will agree to share the responsibilities of welcoming the guest, and seeing that the visitor will enjoy as much as possible and make the most of the stay in the U.S.A.

\*See Memorandum from Provost to Deans and Directors (October 10, 1972) concerning delegation of authority on personnel matters.

This committee usually consists of the prime contact, who is responsible for setting up the committee, his Department Head or Dean, and also someone who knows something about the customs and language of the guest's homeland. It can be an enormous help to include someone who can speak the guest's native language.

The prime contact (the host) should then contact the International Programs Office and Mrs. Burn. This office is ready to give help when needed, to find the third member of the host committee. It will also mail to the visitor a copy of the Manual that has been prepared for overseas visitors. This Manual tells the visitor about Amherst, and its colleges, its climate (what sort of clothing is needed), how to get here, etc. A copy of this Manual is also sent to the Host Committee, so that they may see what information the guest is receiving.

#### 4. Housing for the Visitor

Unless you know that the visitor will definitely not want to live in one of the University's apartments, the host should please notify Mr. Donald Pelkey, of the Married Students' Housing Office, if possible six months before the arrival of the visitor.

The University sets aside fifteen percent of all its apartments for first call by the University or staff. The rest are available for rent by graduate students, especially married students. The office will reserve an apartment against the arrival of visiting faculty, but it needs time.

University apartments are cheaper than the competition, and faculty members are asked to sign only a 30-day lease. However, all are unfurnished. Rents and alternative housing possibilities are listed in the Manual.

It is quite likely you will feel unwilling to commit your guest to any housing, since you don't know the visitor's taste or pocket book. The best objective is for you to scout around and prepare as many options as possible, so that the visitor may be able to choose quickly after arrival and not spend too much money in motel living.

5. Appointment - for the self-supporting (unpaid) visitor (including Fulbright and IREX Scholars, etc.)

A week before arrival, or even when the visitor's local address becomes firm, the Department Head should fill out the form "Notification of Personnel Action" and send it to the Dean. From there it goes to Whitmore, and sets in motion a chain of events, such as listing as a member of the Faculty, and in the telephone book, etc.

## 6. The Day of Arrival

a) It is important to meet your guest at the airport, train or bus station on arrival. (In the case of Fulbright and IREX Scholars, this is an obligation.) One of the Host Committee should be there; if this is quite impossible, find a colleague or a graduate student who will agree to do this for you. Invite the visitor out for his or her first meal.

b) Arrange for a place at which the guest (and family) can stay until permanent housing is found. This temporary stay could be at the home of a faculty friend, or at a motel. Two motels nearby provide cooking or kitchenette facilities - the Windjammer (at the corner of Belchertown Road and East St.) and the Amherst Motel (on the Northampton Road, Route 9, opposite the shopping center). The former has the advantage of being on a route of the University bus service. See if you can negotiate a reduced charge for occupancy for several days.

c) Arrange an early visit to the building where your guest will be working: provide a key to the visitor's office and an introduction to the department secretary who will provide paper, letterhead, pencils, etc. Explain how to get a letter typed. Introduce the guest to the others on the Host Committee. Perhaps all of you could go to lunch at the Faculty Club. (Honorary memberships for visiting foreign faculty are arranged through the International Programs Office.)

d) Arrange a formal introduction to the Dean; this is very significant to many foreigners.

e) Take your guest (and family) on a ride around town to learn the lay-out; then take them through shops, explain self-serving and the check-out counter system, go to the post-office and help them open a bank account. Together with house-hunting and looking for fur-

niture, this can take several full days of time; this is where the host committee can help by sharing the burden; there are a number of very active national groups on campus, the Indian Students Association, a Japanese-American club, a Polish club, etc., which can be called on to help, if appropriate.

f) When any big expenditure (e.g., rent) is called for, try to inquire discreetly if your visitor's funds are adequate. Many visitors, expecting to be paid soon, don't realize how many things have to be paid for before that first pay check comes in.

### Additional Funds

The University's Credit Union is a source for loans: it charges 1 percent per month interest to members. Membership is open to all staff for a nominal entrance fee.

For supplementary long-range funds, it is recommended you visit the office of Dean Pat Camerino of the Graduate School. He keeps on hand a copy of the federal book, "Annual Register of Grant Support". This large volume contains an edited collection of the purposes and conditions of funds offered by many foundations across the country. The contents are categorized in several ways, as for example, by discipline.

### A Few Tips on Being a Host

1. Be careful about the use of first names, especially at first. Some guests may feel very awkward in calling you by your first name; others will be amused by this Americanism.
2. Do learn how to pronounce the name of your guests precisely; some can be terrible tongue twisters!
3. Speak slowly and softly, avoiding slang; this may take a real effort, but it is less frustrating than having to repeat often. Watch out for the ultra-polite guests who nod agreement, out of politeness, even when they don't understand a word you said!
4. Encourage your guests to talk about themselves, their homes, their country, their interests. Note that mealtimes and foods of many can differ very greatly from our

habit. Watch for other special requirements, including opportunity for religious observances.

5. Accept the differences in culture (Thank God we are not all of one pattern!).
6. Most guests will take it as a great privilege to be invited to your home. Keep your hospitality simple, and include your guest in regular family activities. Children should be welcome in the activities, but not the center of attention. Most guests will be very interested to be shown around your whole home, as it will give them a better idea of how we live.
7. Do try to introduce your guest to many people. It has been noticed that too many of our visitors are lonely and remain far too isolated. We hope that when they return home, they will carry with them very happy memories of their visit here.

## HOUSING

Possibilities are:

- the University's three apartment complexes.
- Prince House.
- Resident Fellow's suites, in the dormitories.
- an apartment or room rented in the "private sector".
- rental of the home of a faculty member away on sabbatical.

These are discussed in the Detailed Information for Visiting Foreign Faculty, of which you should have a copy (available from the International Programs Office).

It is a principal responsibility of the Host Committee to see that the visitor is happily housed. The people in the International Programs Office and in the Married Students' Housing Office will help.

## FINDING FURNITURE

Plans are afoot for the Married Students' Housing Office to have some furniture available for rent (to visiting faculty only) for use solely in the University's apartment complexes. Call Mr. Donald Pelkey for information on this.

The "Loan Closet" has a quantity of good

(and sometimes worn) household goods available for loan to students and faculty. The "Closet" is a room in the basement of Arnold House; included are furniture, kitchen-wares, pots, pans and dishes; also play-pens and children's furniture. The supply is good in September and gets very low by October. Things borrowed should all be returned in good condition for recycling to newcomers. There is a service charge of \$2.00 for large items and \$1.00 for a collection of small things.

This Closet is run by volunteers of the Amherst Town Committee, coordinated by the International Programs Office. It is open on Mondays from 1 to 4 p.m., or by request to the I.P.O. Contributions to the collection are welcomed.

The local newspapers run ads for local tag sales, Louis' Foods has a swap board, there are weekly auction sales in North Amherst, South Deerfield and other places and there are second-hand furniture stores.

Don't be embarrassed taking your visitor so soon after arrival to some of these grimy cluttered spots. Most will really appreciate your effort to hold down their considerable total expense by making purchases in such "native" spots.

### Social Contacts for the Visitor

The Amherst Town Committee is organized to offer hospitality, friendly contacts and help to foreign students and faculty. It works through the International Programs Office in Whitmore. It runs a number of programs:

a) The Host Family Program - Many Amherst families are happy to invite a foreign visitor into their home. This is not limited to meals, for they try to be helpful in every way on a long term basis, helping the guest to adjust to Amherst life.

b) Round-the-World Wives - This is exclusively for wives of foreign visitors. There are meetings twice a week, group visits to local places of interest, practical sessions of shopping, cooking, etc., and private tutoring in English. Phone 545-0019 for more information.

## English Language Lessons

Many visitors need help to improve their knowledge of English. There are several types of class available in Amherst; these are listed in the Detailed Information for Visiting Foreign Faculty. Point out to your visitor that some are free.

If visitors shut themselves up in an office or lab to work for days on end alone, their use of English will likely not improve. Please try to see that someone on the host committee or some graduate student sees the newcomer at least for a few minutes every day. It is generally better if the visitor shares an office.

## Telephones

For information on -

Visas, Fulbright and IREX, Finance,  
call (I.P.O.) 5-0019.

Housing, possible sources of furniture,  
call (M.S.H.O.) 5-2785.

Host families, "Round-the-World Wives",  
call (I.P.O.) 5-0019.

For suggestions on how this manual might be improved, call (I.P.O.) 5-0019.



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